



Position Description

Department:	Library
Title:	Book Sale
Goal:	Stocks and weeds book sale shelves, sorts and evaluates donations. Assists with branch book sales.
Duties:	Processes discarded library books for on-going book sale. Sorts through gifts. Using guidelines and working with branch staff, separates possible collection additions and sale material from non-usable donations. May use computer to check holdings, main entry and call numbers for collection additions. Stocks book sale shelves. Weeds material which doesn't sell from book sale shelves. Maintains an attractive, neat book sale area. Coordinates efforts with staff in selection/branch set up of materials for annual or semi-annual book sales.
Qualifications:	Must follow directions and guidelines. Able to work independently and with little supervision. Some knowledge of libraries, public interests and reading trends desirable. Physical ability in keeping with description. Discriminating judgment.
<i>Time Required:</i>	6 months to a year, 2 - 4 hours per week, one or more shifts
Supervisor:	Library Director, Library Supervisor or Library Staff member
Physical Demands:	Work requires climbing, stooping, reaching, standing, walking, lifting, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.